
How to get a Building Permit

The following information is required before a permit may be issued to finish your basement.

- 1. A completed application form.**
- 2. A scaled floor plan of the basement, showing room sizes and room uses such as bathrooms, bedrooms, or family rooms. The floor plan should include the locations of existing finished areas, stairs, egress windows, appliances such as furnaces, water heaters, and plumbing fixtures, and the proposed location of all new egress windows, new and/or relocated appliances, and plumbing, mechanical, and electrical fixtures.**
- 3. The names of the licensed plumber, electrician, and mechanical contractor(s) that will be used on the project.**
- 4. The name of the general contractor (must be registered contractor or tradesman)**

Please allow minimum of 3-4 working days from the time the permit application is submitted to the time the permit is issued.

General Guidelines

Although every project is different, there are some general rules that apply to all basement finish projects regardless of the size and complexity.

- 1. Ceiling heights.** All habitable rooms such as bedrooms and family rooms must have a minimum ceiling height of 7'0". The ceiling height for bathrooms, mechanical rooms and storage rooms may be as low as 6'8". Measuring heights can be complicated, because certain objects such as beams and ducts can be hung below the required height. If you are planning a project please check with the Building Services Division early in the planning stage.
- 2. Tubs and showers** must not be in the same room as water heaters, furnaces and other gas fired appliances, unless they have a sealed combustion chamber. Gas fired furnaces and/or water heaters should not be accessed through a bedroom, bathroom or closet, unless they are direct vent furnaces and/or water heaters.
- 3. Your electrical system** must have adequate capacity to handle the increased number of lights and outlets. A good rule is that an additional 20-amp circuit is required for every 10 lights or receptacles. However all bathroom receptacles must be on a separate 20-

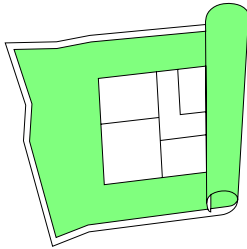
amp circuit with ground fault protection and without other outlets on the circuit.

- 4. Pressure treated lumber** must be used as bottom plate for walls that rest on concrete floors.
- 5. An owner occupant** may do his or her own electrical, plumbing and/or mechanical work. If a person or business is hired to do this type of work, be sure they have a City of Salina contractor's license. If an individual or firm is hired as a general contractor, they must be registered with the City of Salina as a tradesman or contractor.
- 6. Each new bedroom** is required to have its own egress window for escape and/or rescue and must also have a hardwired smoke detector.

This pamphlet offers a summary of City of Salina Building Code requirements that will apply if you are finishing your basement. If you are planning a specific project, please contact the Building Services Division for more detailed information.



If you are thinking about finishing your basement, this handout will give you a brief overview of the City of Salina Code requirements that will apply to your project.

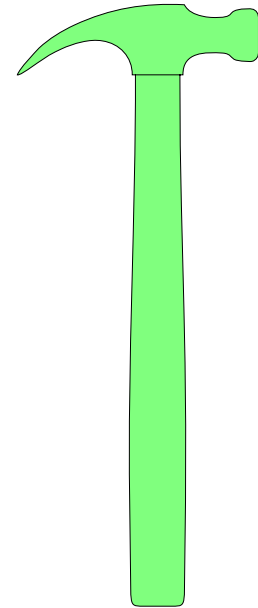


Your Notes:



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FINISHING YOUR BASEMENT



Division of Building Services
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